

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 05 102/03

PERMANENT

29 October 2004

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604
(508) 233-6642/6757 (DSN) 256-6642/6757

SERVICE: *Air Guard*
APPLICATIONS ACCEPTED UNTIL: 28 November 2004
EMPLOYMENT LOCATION: 102nd FW, Otis, MA
TELEPHONE CONTACT: MAJ Sean Riley DSN 557-4228 or Comm
(508) 968-4228

POSITION: Staff Accountant
SERIES/GRADE: GS-0510-11
GS-0510-09
GS-0510-07

PDCN: 80481000
SALARY: PA \$48,947 to \$63,629
PA \$40,454 to \$52,591
PA \$33,071 to \$42,993

APPOINTMENT FACTORS:

<input checked="" type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input checked="" type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

- ✓ All enlisted personnel in the Massachusetts Air National Guard
- ✓ All individuals eligible for immediate enlistment into the MA ANG
- ✓ AGR applicants please refer to AGR TEB 102 05-04

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible AFSC: 6FOX1

Maximum Military Grade	ANG Enlisted: MSgt	ARNG Officer:
Minimum Military Grade	ANG Enlisted: SSgt	ARNG Officer:

GENERAL EXPERIENCE: Experience in administrative, technical, or managerial work which involved the planning, development, revision, installation or administration of accounting systems.

SPECIALIZED EXPERIENCE: Must have 36 months experience in classifying and evaluating financial data; recording transactions in financial records, developing and installing new accounting systems, revising existing accounting systems; and preparing and analyzing financial statements, records and reports.

BASIC EDUCATION REQUIREMENTS: A. Degree: accounting or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly "accountant" should be interpreted generally as "accountant and/or auditor".) B. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following:

1. Twenty-four semester hours of accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law.
2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination.
3. Completion of the requirements for a degree with major study in accounting, auditing or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
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demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g. valuation engineering or financial institution examining: (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in paragraph A: and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

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level professional accountants or auditors have determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in paragraph A: and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Provides administrative oversight, and carries out the requirements of a quality assurance and internal review program, as well as provides technical assistance and advice to the Financial Manager, staff, and other interested parties.
2. Serves as the primary source of expertise on matters regarding automated financial systems, and interfaces with various on-base personnel regarding financial systems.
3. Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place.
4. Knowledge of applicable laws, policies and regulations and internal control programs to ensure that review coverage is appropriate in meeting established objectives, as well as knowledge of ANG and state financial management objectives, missions, policies and systems and their relationship with national and local organizational elements, to advise the FM on a wide range of financial management issues is required.

APPLICATION PROCEDURES

Applicants must submit **one** of the following:

- ✓ Resume
- ✓ Optional Application for Federal Employment (OF 612)
- ✓ SF 171

As a minimum, applications must contain the following:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

HQ STARC MAARNG
ATTN: HRO (Staffing)
50 Maple St.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.



SUBMIT ELECTRONIC APPLICATIONS TO:

Milford, MA 01757-3604

e-mail to: staffing@ma.ngb.army.mil

Information on applying electronically can be found at:
<http://www.state.ma.us/guard/Postings/Technician.htm>

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Include all of the following:

- ✓ Application/Resume
 - ✓ 1 Copy - HRO Form 1-1 (Application for Position Vacancy), May 99
 - ✓ 1 Copy - HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy) Nov 94.
 - ✓ 1 Copy SF - 181 (RACE AND NATIONAL ORIGIN IDENTIFICATION) 1982. (This form is optional)
 - ✓ Current employees will furnish one (1) additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 within two (2) workdays and forward it to the HRO.
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SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6629 or DSN 256-6642/6629. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. CONDITION OF EMPLOYMENT: Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. PCS MOVE: EXPENSES NOT AUTHORIZED

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